COLORADO MOUNTAIN COLLEGE

Employer Guidelines for Posting on Handshake

Ready to create an account with Handshake?

Review our best practices, then follow the steps below to get started!

Best Practices

- Sign up with your company-issued email address.
  Signing up with your corporate email will help ensure you're connected with the right company.

- Are you unable to sign-up with a company-issued email, or does your company use a generic email domain? Check out Registering for an Employer Account with a Generic Email Address.

Get started

1. Visit Join Handshake as an Employer and enter the following information:

   Email Address
   Password (create new password)

   Passwords on Handshake must Contain eight characters or more and contain characters from two of the following three character classes:
   • Alphabetic (e.g., a-z, A-Z)
   • Numeric (i.e. 0–9)
   • Punctuation and other characters (e.g.,!@#$%^&*()_+|~- =\`{}[]:";'<>?,./)

   Note: passwords are not encrypted.

2. Click the blue button **Sign Up**, and on the next page, enter the following information:

   • **First Name**

   • **Last Name**

- **Phone Number**
  A phone number is required to provide a point of contact for career centers. This information isn't available to students.

  Job Title
  Enter your persona job title, and the job for which you are recruiting.

  Country
  This information is collected to ensure that Handshake can observe all relevant practices in your country.

CMC Career Services: Dr. Chip Thomas, Assistant Dean of Advising & Career Services

rmthomas@coloradomtn.edu

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Tell us the types of candidates you would like to find

- Check the box next to the major categories you'd like to source from.
- **Note:** while there isn't a way to add categories to this list, you may choose from additional major categories in the Preferences tab of your job posting.

Add your Alma Mater (the school you formerly attended and/or graduated from)

School Name: _____

Grad Year _____

Note: if your Alma Mater is partnered with Handshake, an alumni contact entry will be automatically created at your Alma Mater

Note: your name, job title, Alma Mater and graduation year are displayed on your user profile. If you're publicly listed on your company profile, students can view our user profile. Learn more about your Employer Account User Settings.

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